

TOWN OF MEDFIELD

Capital Budget Committee
Meeting Minutes
Friday, November 7, 2025
Remote Meeting on Zoom**

Attendance

Members Present (remote):

- Ms. Megan Sullivan, Chair, resident-at-large
- Mr. Mark Fisher, resident-at-large
- Mr. Brent Nelson, Warrant Committee member
- Mr. Michael LaFrancesca, School Committee designee
- Mr. Artie Georgacopoulos, resident-at-large
- Ms. Eileen Murphy, Select Board member
- Mr. Rob Aigler, resident-at-large

Non-Voting Members Present (remote):

- Ms. Katie Morray, Associate, non-voting member
- Ms. Brittney Franklin, Assistant Town Administrator, non-voting

1. Call to Order and Roll Call

Ms. Sullivan opened the meeting and welcomed members to the **November 7, 2025** remote meeting of the Capital Budget Committee. She noted that because the meeting was held remotely, all votes would be taken by roll call and each member must identify their participation status.

The following members stated their names and confirmed they were participating remotely:

- Mr. Mark Fisher
- Mr. Brent Nelson
- Mr. Michael LaFrancesca
- Mr. Artie Georgacopoulos
- Ms. Eileen Murphy
- Mr. Rob Aigler
- Ms. Megan Sullivan (Chair)

Ms. Sullivan noted that Ms. Morray was attempting to join but experiencing computer issues.

Mr. LaFrancesca stated that he would be present for approximately the first 25 minutes before departing for another meeting.

2. Approval of Meeting Minutes

a. October 24, 2025 Minutes

Ms. Sullivan stated that the draft October 24 minutes were not yet ready and would be brought back at a subsequent meeting.

b. October 31, 2025 Minutes

Ms. Sullivan asked for comments on the October 31 draft minutes.

Ms. Murphy noted that the minutes recorded Ms. Sullivan as making the motion to adjourn, which is not permitted for the chair. Members discussed who likely made the motion.

Ms. Franklin stated she would re-review the meeting and correct it.

Members agreed to approve the minutes with the corrected attribution.

MOTION: Mr. Fisher moved to approve the October 31, 2025 minutes with the correction regarding the motion to adjourn.

SECONDED: Ms. Murphy.

Roll Call Vote:

- Mr. Fisher – Yes
- Mr. Nelson – Yes
- Mr. LaFrancesca – Yes
- Mr. Georgacopoulos – Yes
- Ms. Murphy – Yes
- Mr. Aigler – Yes
- Ms. Sullivan – Yes

Motion carries unanimously.

3. Review of Capital Budget Requests and Votes

Ms. Sullivan began by restating the committee's context from prior meetings: the goal had been to target a capital request closer to **\$950,000**, but the running total after prior deliberations was approximately **\$1.2 million**.

Ms. Sullivan stated she had identified a formula error and located an additional **\$100,000**, reducing the anticipated request from capital stabilization to **\$1,131,072**—still higher than ideal but improved.

She asked whether members were comfortable forwarding the request at that amount to the Warrant Committee.

3a. DPW Sweeper Follow-Up

Ms. Franklin reported that she spoke with DPW Director Moe regarding whether refurbishment was a viable option for the street sweeper.

- Moe advised that refurbishment would not be a good use of funds.
- The expense would not guarantee even two additional years of useful life.
- Lead time for a new sweeper is approximately three months, shorter than some other heavy equipment.

3b. School Department — Potential Reductions

Ms. Sullivan asked Mr. LaFrancesca whether any school capital items could be deferred.

Mr. LaFrancesca reported:

- He spoke with the Superintendent and with Eoin.
- They agreed that security cameras (~\$25,000) could be removed if reductions were necessary.
- The department would apply again for a state security grant (previously denied in two consecutive cycles).

The committee chose not to remove the cameras at this time, noting they could be a fallback if cuts later became necessary.

4. Review of the Capital Budget Spreadsheet

Ms. Sullivan shared the spreadsheet on screen and reviewed each proposed FY2027 project and funding source.

Capital Stabilization Fund – Proposed Appropriations

- **Assessing Software:** \$17,950
- **DPW – Sweeper:** \$330,000
- **DPW – Ford F-250 Pickup:** \$65,000

- **DPW – Pavement Management Program:** \$185,000
- **Fire – Lease for Engine 3 (tax levy):** \$48,095
- **Fire – Replace Car 3:** \$73,122
- **Fire – Under-Truck Wash (ALS Revolving Fund):** \$11,592
- **Police – Cruiser Replacement:** \$85,000
- **School IT – Infrastructure and Hardware:** \$300,000
- **Town IT – Computer & Server Upgrades:** \$30,000
- **Town IT – Network Switch Replacement:** \$7,000
- **Town IT – Wi-Fi Infrastructure Improvements:** \$13,000

Water Enterprise Fund Requests

- **Water Main Replacement Engineering:** \$90,000
- **Pleasant Street Water Laterals:** \$160,000
- **Ford F-550:** \$162,800

Sewer Enterprise Fund Requests

- **Infrastructure Project Design:** \$150,000
- **Wastewater Treatment Plant – Gravity Flotation Replacement:** \$420,000
- **Reallocation of Bond Funding for WWTP:** \$1,500,000

Contingency

- **Capital Stabilization Fund Contingency:** \$25,000

Totals

- **Total Projects:** \$3,673,559
- **Capital Stabilization Fund Request:** \$1,131,072
- **Tax Levy:** \$48,095
- **ALS Revolving Fund:** \$11,592
- **Water Enterprise Fund:** \$412,800
- **Sewer Enterprise Fund:** \$570,000
- **Bond Reallocation:** \$1,500,000

Members expressed support for the balanced list. Mr. Georgacopoulos stated the requests were “very lean,” focused on essential operations and safety. Mr. Fisher agreed that further cuts would only defer costs and worsen future needs.

MOTION — Forward Capital Requests to Warrant Committee

MOTION: Mr. Fisher moved to forward the FY2027 capital request package, as presented, to the Warrant Committee.

SECONDED: Ms. Murphy.

Roll Call Vote:

- Mr. Georgacopoulos – Yes
- Mr. Fisher – Yes
- Ms. Murphy – Yes
- Mr. Aigler – Yes
- Mr. Nelson – Yes
- Mr. LaFrancesca – Yes
- Ms. Sullivan – Yes

MOTION CARRIES UNANIMOUSLY.

Ms. Sullivan and Mr. Nelson agreed to coordinate regarding whether a cover letter should accompany the submission.

5. Municipal Building Capital Stabilization Fund — FY2027 Requests

Ms. Sullivan welcomed **Director of Facilities Rob Quinn** and **Facilities Project Manager Ben Jachowicz**.

Both introduced themselves and provided background on their roles.

5a. Department Overview of Request Format

Mr. Quinn explained:

- Requests are organized into major categories for each building:
Building Envelope, Interior Improvements, Mechanical Systems (HVAC, controls, plumbing, fire protection), Electrical Systems, and Grounds.
- Many FY27 requests are intentionally open-ended, rather than specific single projects.
- This structure is necessary due to:
 - The magnitude of deferred maintenance documented in the Arrowstreet facilities assessment,
 - The need to stabilize failing systems first rather than commit to isolated big-ticket projects,
 - The need for flexibility to address multiple simultaneous emergent issues.

Mr. Quinn emphasized he is only one year into the role, and the department is still evaluating and prioritizing needs across all buildings.

He noted that \$285,000 in unused prior-year articles would be turned back because their narrow scope made the funds unusable.

5b. Rationale for Open-Ended Requests

Mr. Quinn explained:

- If the committee requires prescriptive projects (e.g., “replace Dale Street locks”), funds cannot be repurposed when higher-priority needs arise.
- Example: Over the summer, a planned carpet replacement in the middle school auditorium was shelved after discovering more urgent flooring failures in classrooms; flexible funds allowed redirection.

He stated he can provide a full accounting of expenditures for each article at year-end.

5c. Member Questions and Discussion

Committee members expressed the need for:

- A scaffolding or structure (e.g., totals by building) for transparency.
- Clarification of items such as walk-off mats, Park & Rec placeholder funding, and outreach program space renovation.
- Understanding how allocations relate to electrification and decarbonization recommendations in the Arrowstreet report.

Mr. Quinn responded:

- Electrification of existing buildings is not feasible to full conversion; the department instead prioritizes highest-efficiency equipment compatible with existing infrastructure.
- Green Communities funding is becoming more limited as utilities reduce incentives.
- He is willing to restructure requests by building and return with refined totals.

Mr. Jachowicz provided additional detail regarding:

- **Medfield Outreach project:** Bids for renovation of its high school space came in high; \$100,000 in additional funding would enable rebidding and construction.
- **Parks & Recreation placeholder:** Intended for design and exploration of potential facilities, including concepts at Hinkley Pond, but requires clearer direction from the Parks & Recreation Commission.

6. Next Steps

Ms. Sullivan summarized next steps:

- Facilities will return next Friday with:
 - Revised spreadsheet breaking down totals by building,
 - Clarification and specification of project scopes where possible,
 - A preliminary description of expenditures to date in FY2026 (recognizing it is early in the year),
 - Feedback from town administration on the required level of specificity for Town Meeting.
 - Ms. Sullivan, Ms. Franklin, and Mr. Quinn will confer with the Town Administrator and Finance Director to understand the necessary categorization for appropriations.
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7. Motion to Adjourn

MOTION: Ms. Murphy moved to adjourn the meeting.

SECONDED: Mr. Fisher.

Roll Call Vote:

- Mr. Fisher – Yes
- Mr. Georgacopoulos – Yes
- Ms. Murphy – Yes
- Mr. Aigler – Yes
- Ms. Sullivan – Yes

Motion carries unanimously.

The meeting adjourned at approximately **10:42 a.m.**

Meeting Packet: <https://www.town.medfield.net/2407/FY2027-Capital-Budget>

- [Capital Budget Committee Draft Meeting Minutes from October 24, 2025](#)
- [Capital Budget Committee Draft Meeting Minutes from October 31, 2025](#)

- Draft Municipal Building Stabilization Fund FY27 Project Requests
- Municipal Building Capital Plan & Decarbonization Study - 20-Year Master Plan
- Municipal Building Stabilization Fund Roll- Forward Analysis